

Reminder: Utility Bill Submission

Dear [Tenant's Name],

This is a friendly reminder that your utility bill for the month of [Month] is due on [Due Date]. Please ensure that your payment is submitted by the due date to avoid any late fees.

If you have already submitted your payment, please disregard this notice. If not, we kindly ask you to take care of it at your earliest convenience.

Thank you for your attention to this matter.

Best Regards,

[Your Name]

[Your Position]

[Property Management Company]

[Contact Information]